



CITY OF ATLANTA APPLICATION INSTRUCTIONS FOR A 2003 OUTDOOR FESTIVAL PERMIT

Dear Outdoor Festival or Special Events Organizer:

In order to process your Outdoor Festival Permit Application form, it is very important for you to contact personnel in various City of Atlanta Departments to acquire additional permits and or information that you may need in order to satisfy the City of Atlanta requirements. All applications are to be sent back to the Special Events Office at least ninety (90) days prior to the event. ***Please note that changes have been made in this application to ensure the best results for your successful event. Please read this application and the package of rules and regulations carefully before you complete this application.**

The City of Atlanta Special Operations Section (SOS) of the Atlanta Police Department telephone number is (404) 209-5260; fax (404) 209-5268. In order to receive an Outdoor Festival Permit you must hire an off duty City of Atlanta Police Officer to manage internal security for your event. The Deputy Chief of Field Operations must approve this security plan forty-five days (45) prior to your event. ***Please note, the enclosed security plan form must be filled out by the Atlanta Police Officer that you hire to manage the security for your event.** The completed security plan form must be sent by mail or fax to the SOS of the Atlanta Police and to the Special Events Office two weeks prior to your event. If your event includes street closings and or a parade, a permit is required from the SOS department and must be returned with this Outdoor Festival Application. A street closing and parade form are included in this application.

The City of Atlanta Special Operations Department of the Atlanta Fire Department telephone number is (404) 624-0658; fax (404) 624-0663. All festival applicants must provide an Emergency Medical Service (EMS) plan for the event they are producing. The plan will be determined and approved by the Chief of the Special Operations Department of the Atlanta Fire Department. This plan must be submitted to the Special Operations Department of the Atlanta Fire Department and the Special Events Office two weeks prior to the festival. An EMS plan form is included in this package. ***A representative of the Ambulance Company you hire to manage your EMS plan must fill out this form.**

The City of Atlanta Bureau of Buildings Zoning Division telephone number is (404) 330-6150; fax (404) 658-6979. If your event includes setting up a stage, tents, exhibits or structures, permits will be required approving that the structure is sound and that the flammability code is enforced. If you would like to rent the City Showmobile (stage) for your event you must call the Department of Recreation at (404) 817-6773. The Showmobile is rented on a first come first served basis. You will not be required to have a building permit for the Showmobile.

The City of Atlanta Bureau of Buildings Electrical Division telephone number is (404) 330-6180; fax (404) 658-7374. The festival organizer must hire a licensed electrician to supply all power needs required for the festival or special event. The licensed electrician must hold a

current license with the State of Georgia. The licensed electrician must apply for an electrical permit before we will process the application.

The City of Atlanta, Bureau of Parks telephone number is (404) 817-6752; fax (404) 817-6745. The festival organizer must contact the City of Atlanta Bureau of Parks Office to set up a site visit or walk through of any park considered for your festival or special event. **A site plan must accompany all applications. An application will not be considered until the site plan is complete.** Site maps may be drawn in any size format as long as the reviewing committee can clearly understand the placement of all festival elements within the festival area. Site maps should be as descriptive as possible, with boundaries and landmarks drawn to scale, and event amenities located as accurately as possible. If desired, applicants may obtain park blueprints by completing the form included in the festival application package and submitting it to the Park Design office using the contact information included on the form. Cashiers' checks, money orders or cash will be accepted as payment for park blueprints.

The City of Atlanta, Bureau of Sanitary Services telephone number is (404) 523-0632; fax (404) 523-0161. If your event is on City streets, the festival organizer must contact the City of Atlanta Bureau of Sanitary Services to determine the number of trash receptacles needed for each event. If your event is in a City park, the Bureau of Parks may provide additional trash receptacles for your event. Both the Bureau of Sanitary Services and Bureau of Parks will invoice you for the additional sanitary service rendered if costs exceed the required application fee, permit fee and sanitation deposit.

Water within the City of Atlanta is provided through United Water Services. Their telephone number is (404) 330-6091; fax (404) 658-7375. Vendors who need access to water must contact United Water Services to obtain a temporary hydrant water meter.

Neighborhood Planning Unit (NPU)

The festival organizer must contact the NPU Chair in the district the outdoor festival is to be held. The organizer must make a presentation to discuss the festival at the monthly NPU meeting. You must call the NPU chair at least one month before the NPU meeting to be put on the agenda. A list of the 2002 NPU Chairs is in the Outdoor Festival Package. An enclosed NPU form is in this application package. Please have the NPU Chair sign it at the monthly meeting and fax it back to the Special Events Office after the meeting.

The Fulton County Health Department

The festival organizer must contact the Fulton County Health Department for various permits. Please refer to the Outdoor Festival package for the appropriate permit information and for telephone and fax numbers.

The application fee must be included in the application package. Permit fees and sanitation fees must be sent to the Special Events Office two weeks prior to the festival. **You may send all three checks with the application form.**

BEFORE COMPLETING THIS APPLICATION, PLEASE READ THE CITY OF ATLANTA 2003 OUTDOOR FESTIVAL PACKAGE FOR MORE INFORMATION REGARDING YOUR FESTIVAL OR SPECIAL EVENT.